

SAMPLE REQUEST FOR COMMAND LEADERSHIP WAIVER

MEMORANDUM THRU

FOR OTAG, CAJS-HR-AGR, P.O. Box 269101, Sacramento, CA 95826-9101

SUBJECT: Request for Command Leadership Waiver

1. Request a command leadership waiver assignment for (individual's complete name) as (position and unit).
2. (individual's rank and name) current position is as follows:
 - a. FTM Position:
 - b. Unit of assignment:
 - c. UIC:
 - d. MTOE/TDA Position Title/Grade:
 - e. MTOE/TDA DMOS, Para/Line:
3. Request command leadership assignment as follows:
 - a. FTM Position:
 - b. Unit of assignment:
 - c. UIC:
 - d. MTOE/TDA Position/Grade:
 - e. MTOE/TDA DMOS, Para/Line
4. If approved, request an effective date of (allow 60 days to process and obtain approval from NGB).

5. We anticipate reassigning (individual's name and rank) to the following position at the expiration of this two year waiver.

- a. FTM Position:
- b. Unit of assignment:
- c. UIC:
- d. MTOE/TDA Position/Grade:

MTOE/TDA DMOS, Para/Line

6. (Indicate justification for command/leadership assignment)

7. POC is _____.

Signature Block